

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
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DATE: May 19, 2004 CALATERS LETTER #04-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2004-2005 FISCAL YEAR ACTIVITIES

This letter provides information regarding the upcoming new budget Year, 2004-2005.

On June 18, 2004, 5:00 PM, CalATERS will temporarily stop processing approved Travel Advance and Expense Reimbursement forms to allow for year-end reconciliation (refer to CalATERS Letter 04-003). Forms can be created and approved but payments will not be issued.

It is tentatively planned that on July 1, 2004, CalATERS will resume processing forms. Both CalATERS and Teale Data Center staff will be taking advantage of the time that CalATERS will be down to perform system maintenance and, thus, have as little impact as possible on the departments who use CalATERS. In the event that the 2004-2005 budget is not signed by June 30, 2004, the following procedure will be applied:

- When an expense reimbursement form reaches the Department Accounting Office, the trip information should be reviewed to ensure the expenses incurred are prior to July 1, 2004.
- Forms including expenses incurred after June 30, 2004 should not be approved and should be held until the 2004-2005 budget has been approved.

All forms approved by Department Accounting Offices after June 30, 2004 and prior to approval of the 2004-2005 budget will be subject to pre-payment audit. Forms approved for expenses incurred during the 2004-2005 fiscal year will be returned to the submitting department accounting office to be held until the 2004-2005 budget is approved.

Once the 2004-2005 budget is approved, forms created after June 30, 2004 for expenses incurred during the 2004-2005 fiscal year will require specialized account coding to ensure that the correct appropriation is debited. Due to the user's profile containing 2003-2004 fiscal year information when the form was created, expenses must now be corrected to apply the 2004-2005 fiscal year account coding. Instructions regarding applying specialized account coding are located on the CalATERS website at, [www.calaters.ca.gov](http://www.calaters.ca.gov).

Once the 2004-2005 budget is approved, the applicable files (calprofile, calxref, and calaccount) will be modified to reflect the correct accounting information. When new files are loaded into CalATERS, forms submitted with the new coding will be processed without manual intervention.

#### **Required File Loads after Budget is Signed**

By May 28, 2004, the CalATERS unit will provide each department with the department's calprofile file. The calaccount and calxref files are located on-line in CalATERS Report Administration Maintenance files. The calprofile, calaccount and calxref files contain the information that is currently loaded in CalATERS. These files will benefit the department in two ways.

- Departments will have the opportunity to perform maintenance on these files. For example, a department may wish to compare the calprofile to those employees registered on CalATERS. In addition, it is a good time to verify that all those loaded on the calprofile are current department employees.
- Departments can download the calaccount and calxref files into a format that is easy to update.

Once the budget is approved, each department will need to update the budgetary information and submit the following three files:

- 1) Calprofile – This file must contain an “M” in the “type of update” field and updated with the new 2004-2005 fiscal year budget information. The modification must be made to each profile.
- 2) Calaccount – This file must contain an “A” in the “type of update” field and updated to reflect 2004-2005 budget information. This file must not span more than three (3) fiscal years (e.g., if the effective start date is 07/01/04 then the effective end date will be 06/30/07).
- 3) Calxref – This file must contain an “A” in the “type of update” field and updated to reflect 2004-2005 budget information including related changes to the detailed account coding field. This file must not span more than 3 fiscal years (e.g., if the effective start date is 07/01/04 then the effective end date will be 06/30/07).

Departments will be notified once the files have been successfully tested and loaded into CalATERS. Prior fiscal year information is also retained on CalATERS for application to forms created with prior year expenses.

If you have questions, please contact your department’s CalATERS Help Desk.